



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

April 13, 2009

Transmitted Via E-Mail

Jackie Aguinaldo, Human Resources  
Plastikon Industries, Inc.  
688 Sandoval Way  
Hayward, CA 94545  
[jaguinaldo@plastikon.com](mailto:jaguinaldo@plastikon.com)

Dear Ms. Aguinaldo:

RE: MONITORING AND FINAL VISIT REPORT for Plastikon 2 – ET07-0359

Date of the Visit:	1/26/09 and 3/26/09
Beginning/Ending Time:	1/26/09 – 1:00 – 4:15 p.m. 3/26/09 – by telephone
Visit Location:	1/26/09 - Hayward and 3/26/09 - Telephone
Persons in attendance:	Jackie Aguinaldo, Plastikon, Teresa Teles, ETP
Action Required:	NO

## CONTRACT INFORMATION:

Term of Agreement:	5/1/07 - 4/30/09	Agreement Amount:	\$246,240
Allowed Training Start Date:	5/1/07	No. to Retain:	342
Date Training must be Completed:	1/30/09	Range of Hours:	24 - 200
Type of Trainee and Reimbursement Rate :	Retrainee \$18	Weighted Ave. Hours:	40

## FINAL REPORT SUMMARY:

### **HISTORY OF AGREEMENT CHANGES**

ETP approved Agreement Modification 1 on 7/13/07, to add curriculum topics that had been left out of the original curriculum. Agreement Modification 2 was approved on 2/2/09 to add language to Trainee Retention Requirements to allow trainees participating in Work Share to be eligible for reimbursement. Agreement Modification 3 was approved on 3/25/09 to revise the Trainee Retention Requirements language added in Modification 2 which was incomplete.

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ETP (04/15/05)

### ***EXTENDING RETENTION BEYOND TERM OF AGREEMENT***

Plastikon is participating in the Work Share program and an Agreement Modification was approved to add retention language to allow 500 hours within 150 days. Because the retention language allows 150 days, the retention period for some trainees will extend beyond the end of the term of the Agreement – April 30, 2009. ETP approved the request to extend the retention beyond the end of the term as long as the first day of the retention is April 30, 2009, or earlier.

### ***INTERVIEW WITH THE CONTRACTOR'S REPRESENTATIVE:***

- What barriers, if any, did your company experience in implementing your ETP project? What problems, if any, did your company experience with ETP record keeping? You stated that ETP training was straight forward and guidelines were simple. Record keeping was a day to day task so as not to get behind.
- What assistance could ETP have provided that would improve the process for future Contractors?  
None mentioned.
- How did your company benefit from the ETP training?  
Plastikon structured the training to specific needs of the employees. With the training, employees have better understanding of the products and quality requirements.

### **TRAINING STATUS:**

Trainees Started Training:	365	Completed Minimum Reimbursable Hours	201
Trainees Enrolled:	422	Completed Maximum Hours:	5
Dropped Following Enrollment:	29	Completed Training and Retention:	201

The following chart shows a breakdown of training hours:

NUMBER OF TRAINEES:	HOURS COMPLETED
164	Less than 24
141	24 - 100
60	101 - 200

Plastikon has a total of 15,934 hours of training on ETP's website for 201 trainees. ETP records show that 201 trainees completed training for projected earnings of \$286,829 (116% of ETP funds). Plastikon representatives expect to earn 100% of the ETP funds.

### **ATTENDANCE ROSTERS:**

During the monitoring visit on January 26, 2009, Ms. Teles found that roster 265 was for 4 hours but had been entered for 6 hours and roster 273 was missing. Since the visit, hours for roster 265 have been changed to 4 hours and hours for roster 273 have been deleted.



Your ETP analyst reviewed the completion of training for a sample of trainees. The documentation reviewed met ETP requirements and matches the hours entered into ETP's On-line Tracking System except for the two rosters mentioned above. Please note that the finding that the ETP documentation is in order is based only on the training records reviewed during this visit and represents only a limited sample of the training records completed to date. It is the company's responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes.

### **OBSERVATION OF TRAINING:**

January 26, 2009: Ms. Teles observed a class on continuous improvement training – quality concepts - being attended by 17 trainees. Two trainers were present, George Morris and Reza Nasim, both of Plastikon. Trainers and trainees were discussing the importance of quality inspections and standardized work sequence and procedures. Trainees were also signing the class attendance sheet.

### **AUDIT:**

Plastikon will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

### **RECORD RETENTION:**

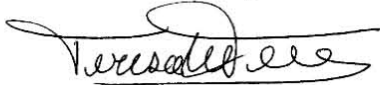
Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Teresa Teles at (650) 655-6940 or at [tteles@etp.ca.gov](mailto:tteles@etp.ca.gov) within ten (10) working days from receipt of this report.

Sincerely,



Creighton Chan, Manager  
San Francisco Bay Area Regional Office



Teresa Teles, Analyst  
San Francisco Bay Area Regional Office

cc: F. Fred Soofer, Plastikon, [fsoofer@plastikon.com](mailto:fsoofer@plastikon.com)  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File

Date report mailed to Contractor 4/13/09